

**KENTUCKY BOARD OF NURSING
312 WHITTINGTON PARKWAY, SUITE 300
LOUISVILLE, KY 40222**

**ESTABLISHMENT OF AN PN OR RN
PRELICENSURE NURSING PROGRAM GUIDELINES**

The process for establishment of a program of nursing is outlined in this document, from the submission of the letter of intent to the admission of students. It is highly recommended that developers review the Kentucky Nursing Laws and the Kentucky Board of Nursing (KBN) administrative regulations as primary reference. To review the Kentucky Nursing Laws and KBN administrative regulations, please click on the link provided, <https://kbn.ky.gov/legalopinions/Pages/laws.aspx>.

Formatting

- The documents should be prepared as a Word or PDF.
- Document layout should be designed for easy review. It is recommended that the information be grouped by criterion. Where the program feels that the information is duplicative to that in another section, it is best if the information is repeated rather than asking the reader to refer back to another section of the document.
- Paginate the document and include a table of contents, list of appendices, and list of tables for quick reference.
- Label and number all appendices.
- Documents should be sent electronically to Jessica Hill, Education Assistant, at JessicaM.Hill@ky.gov.

Steps

STEP 1: Letter of Intent Submitted to the Board of Nursing

In accordance with 201 Kentucky Administrative Regulation (KAR) 20:280 (Standards for developmental status, initial status, and approval of prelicensure registered nurse and practical nurse programs), the initial step in the approval process is the submission of a Letter of Intent to establish a program of nursing.

One (1) copy of the Letter of Intent should be submitted **at least three (3) weeks prior to the Education Committee meeting** in order to give the Nursing Education Consultant adequate time to review the materials and provide feedback if necessary. Please refer to 201 KAR 20:280 Section 3 for guidelines on what the Letter of Intent should include.

In accordance with 201 KAR 20:240 (Fees for applications and for services), the Letter of Intent materials must arrive with a check in the amount of \$2,000 payable to the "Kentucky Board of Nursing". No action will be taken on submitted materials until fee is received.

STEP 2: Review of the Letter of Intent by Board Staff

Once the Letter of Intent materials are received, an Education Consultant will review the materials according to the requirements outlined in 201 KAR 20:280. The Education Consultant will provide a written analysis of the materials in relation to adherence to Kentucky regulation. Should there be areas missing or the need for additional clarification, the Education Consultant will contact the individual submitting the Letter of Intent.

If the materials are received at least three (3) weeks prior to the next scheduled committee date, the Letter of Intent will be placed on the Education Committee agenda for review, discussion, and action. The agenda will be posted on the KBN website at least one week prior to the meeting date. Representatives from the requesting agency **should be present** at the committee meeting in order to respond to any questions the

committee members may have with regard to the Letter of Intent. Prior to the meeting, the Education Committee members will receive a copy of the consultant's analysis and recommendation(s) as to action, along with the materials provided within the Letter the Intent.

STEP 3: Education Committee Review of the Letter of Intent

Education committee meetings are open to the public. At the committee meeting, representative(s) from the requesting institution will be invited to the center table while the report is reviewed. Committee members may ask questions of the representative(s) related to the submitted materials.

The Committee will recommend acceptance or denial of the Letter of Intent. The Committee may also choose to defer action on the materials to allow the institution additional time to provide requested materials/information. Committees of the Board of Nursing are recommending bodies to the full Board. Decisions/recommendations made by the Education Committee will be presented to the full Board at their next meeting for action.

Note: Any recommendation of a committee is not official until the full Board votes on the recommendation.

STEP 4: Board Action on the Letter of Intent

The Education Committee's report and recommendation(s) will be submitted for Board discussion and action at their next regularly scheduled meeting. Board meetings are open to the public but attendance of institution representatives is not required. However, applicants are welcome to attend to observe discussion but normally there is not an opportunity for any additional presentation from the applicants. The Board may accept, reject, or defer action on the recommendations from the Education Committee. The applicant can expect formal communication from the Board within two weeks of the meeting date.

Applicants should not infer from the acceptance of the Letter of Intent by the Board that the proposal will also be accepted. Proposal materials are independently reviewed as to adherence to Kentucky regulations (201 KAR 20:260-360).

STEP 5: Submission of Proposal

Once the Letter of Intent is accepted by the Board, a program administrator shall be appointed and will have the responsibility of developing the program Proposal. The Proposal shall be submitted ***within one (1) year of the date of the approval of the Letter of Intent*** or the Letter of Intent shall expire.

The Proposal should address all the requirements in 201 KAR 20:280 Section 4 and should supplement and reinforce materials previously submitted in the Letter of Intent.

As with the Letter of Intent, the Proposal should be submitted at least three (3) weeks prior to the Education Committee meeting in order to give the Nursing Education Consultant adequate time to review the materials and provide feedback if necessary. One (1) copy of the completed Proposal should be submitted to the KBN, preferably electronically. Provided that the proposal is submitted at least three (3) weeks prior to the Education Committee meeting, the Consultant will place the Proposal on the next Education Committee meeting agenda and will notify the program of the anticipated review date by the committee. Once the materials are reviewed, the Education Consultant will notify the program administrator of any deficiencies, issues, or concerns.

The proposed program of nursing ***shall not be advertised nor may students be admitted to*** until developmental status has been granted by the Board.

STEP 6: Education Committee and Board Actions Related to Proposal

The Proposal will follow the same process outlined for the Letter of Intent. The program administrator and other representatives of the applicant ***should attend*** the committee meeting to answer any questions the committee members may have with regard to the proposal. Once again, the committee may recommend that the Board grant or deny approval, or may defer action on the Proposal until the program can resolve any problems and re-submit to the Committee.

The Committee recommendation will be presented at the next scheduled Board meeting. The Board may take the following actions:

- Grant developmental status
- Deny developmental status
- Defer action, permitting the program to submit requested materials.

Any material misrepresentation of facts by the program in any required materials may be grounds for denial of approval.

STEP 7: Developmental Status

Following Board approval, the program may implement the proposal as presented to the Board. The program may be advertised and students may be admitted to the program.

Developmental status shall be withdrawn if program requirements are not met or if a class is not enrolled within **eighteen (18) months after the Board granted Developmental status.** The governing institution shall be notified in writing of the withdrawal of Developmental status.

The program of nursing shall submit **semi-annual progress and evaluation reports** to demonstrate implementation of the approved proposal until the first class graduates [Ref: 201 KAR 20:280 Section 4.(12)]. Site visits shall be conducted by the Board as necessary.

STEP 8: Admission of First Class and Initial Status

The status of the program moves automatically from Development status to Initial status upon admission of the first class. The program of nursing ***must*** notify the Board **of the date of the admission of the first class.**

STEP 9: Program Approval

The program ***must*** notify the Board **in writing thirty (30) days prior to graduation** of the first class.

Within **sixty (60) days after graduation** of the first class, the program ***must submit a written report*** to the KBN that evaluates the implementation of the program of nursing compared to the approved proposal and addresses compliance with the Kentucky regulations (201 KAR 20:260-360). The decision to grant or deny program approval shall be based on the review of the submitted written report ***and a site visit by a Nursing Education Consultant.***

Timeline

Materials Submitted No Later Than	Education Committee Meeting	Board Meeting
August 23, 2018	September 13, 2018	October 18, 2018
October 18, 2018	November 8, 2018	December 6, 2018
December 27, 2018	January 17, 2019	February 21, 2019
February 21, 2019	March 14, 2019	April 11, 2019
April 25, 2019	May 9, 2019	June 13, 2019
August 22, 2019	September 12, 2019	October 17, 2019
October 17, 2019	November 7, 2019	December 12, 2019

Contact:

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